

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: January 7, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	HVAC Contractor
Electrical Contractor	Sprinkler Contractor	Site Contractor
Steel Contractor	Date Contractor	Bob Dobmeier – City of Middletown
Plumbing Contractor	Phone Contractor	

Purpose: Construction Progress Meeting #14

Stage of Construction for the week: Demolition, electrical, wood framing for the elevator, new stud wall construction and sprinkler installation.

TOPICS OF DISCUSSION;

1. **Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting.
2. **On site environment issues;** VOC's, Housekeeping, ventilation, clean areas, water, duct work, vacuuming every day & major clean on Fridays. (Item to be reviewed weekly). No issues from previous meeting.
3. **LEED Management;** Waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content. (Item to be reviewed weekly). No issues from previous meeting.
4. **Clay soil;** New structural soil is needed for the south parking lot. Bob Dobmeier is to attend next site meeting for discussion. Aresco to work up a price for the south parking lot plus a cost for additional cubic yard cost if needed. It was determined by the site engineer that approximately 52cubic yards of material is needed. A concern was brought up about stability of entire site. Further investigation is need as work proceeds. Original material was trucked off site due to its instability as fill (11/5). Subcontractor is working on supply pricing (11/12). Joe is reviewing the pricing (11/18). Pricing is being reviewed by SPA (11/26). Due to a flood in the basement of about 3-4 inches Aresco is going to proceed with **filling the ash area on the south side** with the required material (12/3). Waiting for next committee meeting to discuss (12/17) (12/24) (12/31) (1/7).
5. **Concrete slabs on lower level** to be cut next week (11/12). Slabs to be cut this week (11/18). All slabs have been cut, removal is continuing & will be completed on 11/27 (11/26). 95% of the slabs are removed & currently working on removing the rubble beneath the slabs (12/3). Mechanical room is the only area left for slab removal. Rubble is almost out. The large pile of rubble total was approximately 10ft x 15ft which is removed (12/10). Rough-ins for mechanicals & fill in progress

- (12/17). Slabs are done, elevator back filling - some this week, most will be next year. (12/24). Pour Monday interior slab (1/7).
6. **Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10). Starting next week for utilities due to weather (12/17). Work to start next week due to past weather issues (12/17). Starting next week (12/24). Dry wells starting Thursday–1/2/14, weather dependent (12/31). Starting tomorrow (1/7).
 7. **HVAC chase** is underway (12/10). Still in progress (12/17) (12/24) (12/31) (1/7).
 8. **Electrical investigation** for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17) (12/24) (12/31). On-going, by the end of January will resolve issues (mainly an exterior wall issue) (1/7).
 9. **Lower level concrete rib/ductwork conflict** – reviewed conflict with concrete ribs & new duct work. Resolution to be resolved at this Friday’s SPA/Aresco/HVAC contractor meeting (12/17). In progress, discussed layout. Aresco & HVAC contractor will be giving direction at next meeting for layout conflict to SPA (12/24). Laying out today - 12/31 for SPA to take photographs for engineer’s review - (12/31). SPA is to contact the structural engineer for him to come out to the site for his review (1/7).
 10. **Sprinkler system** – Sprinkler contractor starting week of Christmas. Material is to be delivered on Monday (12/17). Material was delivered - 12/24, installation to start this week (12/24). Started (12/31). Started working down from the attic, Snapping lines on ceiling (1/7).
 11. **Water penetrating existing foundation walls** – Investigation is ongoing (12/17) (12/24). Due to another flood in the lower level, Aresco is meeting this afternoon with the site contractor to receive pricing for a French Drain on the west elevation. Flooring of the lower level in the Dining area cannot be completed until the issue is resolved. Discussions and pricing will be brought up at the next committee meeting (12/31). Aresco has given the RCO to SPA for their review of a curtain wall drainage solution, SPA to review (1/7).
 12. **L.E.E.D./Aresco** - Val from Aresco will be in touch with John from SPA in January to review the progress of the L.E.E.D. program. Waiting for first of the year (12/31). Open (1/7).
 13. **Exterior piers** – Prepping for pier pouring this week.
 14. **Steel** – Starting steel work for beams this week. Work is continuing (1/7).
 15. **Attachments** - Contractor’s update sheet & Curtain Wall Drainage RCO (SPA reviewing).
 16. **All individuals were asked if any outstanding concerns were left on the table at the end of the meeting.** All were in agreement that all concerns were addressed at this meeting.
 17. **Next site meeting** will be held on January 14th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. Back filling for elevator today
2. Wood framing for the elevator this week.

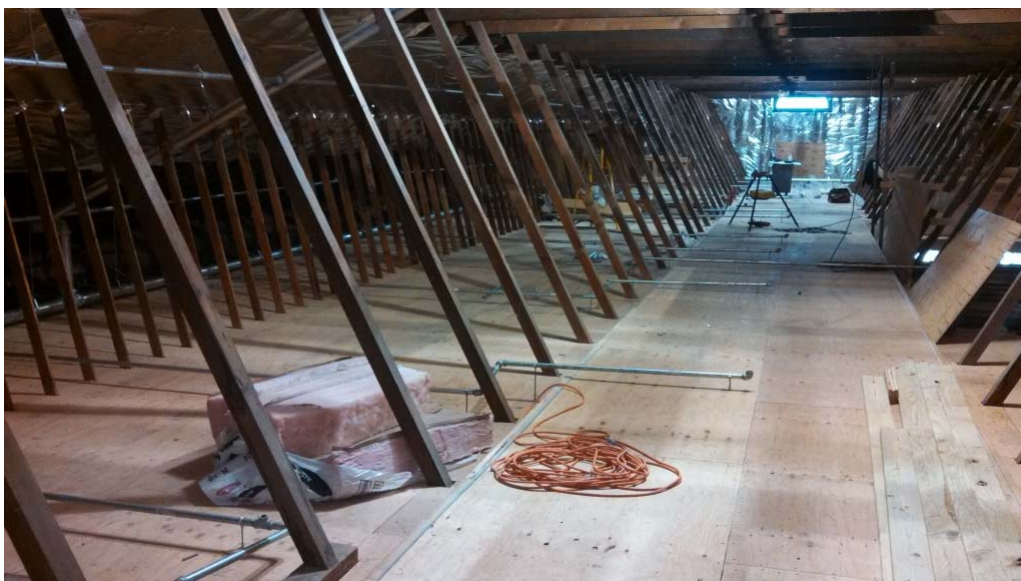
Item/Issue	Completed by	Open or Closed
Electrical contractor needs Data contractor - Data contractor is to be in touch with Aresco. Waiting on town’s Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10). Bob has contacted individual a few weeks ago. Steve to send email to Bob to have Data Personnel contact Joe. Issue is turning critical (12/31). Meeting today (1/7).	SPA	Closed
Is there a phone system being installed & where? Waiting on town’s Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10). Bob has contacted individual a few weeks ago. Steve to send email to Bob to have Data Personnel contact Joe. Issue is turning critical (12/31). Meeting today (1/7).	SPA	Closed

Projector information - Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10). Bob has contacted individual a few weeks ago. Steve to send email to Bob to have Data Personnel contact Joe. Issue is turning critical (12/31). Meeting today (1/7).	SPA	Closed
Door closure issue – it was determined that the door closers might be a tight fit/conflict with the frame opening. Aresco to is to order one closer & provide installation of the unit for review by the architect's office. Ordered (12/24). Shipping in progress (12/31). End of January test installation (1/7).	Aresco	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. Slabs – Pouring in January. Vestibule area still needs slab poured. Closed item out until further activity (1/7).

PHOTOS:





Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file

PROJECT UPDATE

Week Ending January 11

PROJECT: Middletown Senior/ Community Center
61 Durant Terrace
Middletown, CT

GENERAL CONTRACTOR: Aresco Construction Company

PROJECT STATUS:

Underpinning completed
Elevator concrete foundation complete
Plumbing underground completed
Some wall framing started
Basement slab to be completed this week

SCHEDULE:

Begin site utilities
Begin masonry at elevator shaft—week of Jan. 13
Begin Stair framing—week of Jan 20
Continue prep work for 1st floor ceilings
Continue MEP rough in work
Begin concrete wall demolition and new steel beam/column install in basement

COST ISSUES: Curtain drain / dampproofing west side—RCO 03

CRITICAL ISSUES

1. Meet with owner's phone/ data vendor
 2. Direction regarding basement beam cuts for MEP pipes
 3. Resolve toilet location in 1st floor bathroom due to beam below
 4. Review recessed door closer(expected sample install early Feb.)
 5. Curtain Drain west side to stop water entering building
 6. Review soils condition below parking areas
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General Contractors

M.A. & M., Inc.
dba **ARESCO**
CONSTRUCTION
COMPANY

175 North Main Street
Middletown, CT 06457
Phone (860) 346-6621
Fax (860) 344-8236

RCO - Request for Change

Middletown Senior/Community Center

January 6, 2014

RCO # 003

Silver /Petrucelli & Associates
3190 Whitney Highway
Hamden, CT 06518
Attn: Mr. Steven June

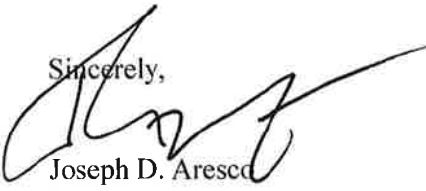
Description: Curtain Drain West Side

The following is our cost proposal to install a new curtain drain along the west side of the building. This is to help alleviate some of the water that we have seen penetrating the building. I have also provided an allowance for foundation dampproofing if we open it up and feel that it would help as well. Note this is the west side only for now.

Subcontractor	\$3,880
GC OH&P	\$ 388
Bond	\$ 64
 Total RCO 02	 \$4,332

Allowance for dampproofing	\$2,500
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Sincerely,



Joseph D. Aresco
President

Schumack Engineered Construction Corp.**CHANGE ORDER**93A Glenwood Road
Clinton, CT 06413Phone: 860-669-7115
Fax: 860-669-4032**No. 3****TITLE:** Change Order**DATE:** 11/22/2013**PROJECT:** MdtSr
Renovations & Exterior Rehabilitation for
Middletown Sr Center**JOB:** 16**CONTRACT/PO:** 13-005-02-02**TO:** Attn: Joe Aresco
M.A & M Inc
dba Aresco Construction
175 North Main Street
Middletown, CT 06457
Phone: 860-346-6621 Fax: 860-344-8236**CONTRACT DATE:** 09/23/2013**STARTED:****COMPLETED:****REQUIRED:****DESCRIPTION**

Installation of Curtain Drain on the West Side of the Building

Install along the west side of the building and connect to Yard Drain

Num	Item	Description	Ref	Qty	Unit	Unit Price	Amount
1		Curtain Drain Installation		1.000		3,880.00	3,880.00

Total: \$3,880.00**ACCEPTED**

M.A & M Inc

By: _____

Joe Aresco

Schumack Engineered
Construction Corp.

By: _____

Susan Hull

Date: _____

Date: _____

11/6/14

Date: _____